

## Chapter 4 Unit Level Maintenance Training

### 4-1. General training programs

See FM 25-100 for proper methodology for establishing general training programs.

### 4-2. External challenges

External challenges and how they are managed can spell success or failure to a maintenance training program. Some external factors the commander cannot influence are—

- a. Personnel turbulence.
- b. Personnel shortages.
- c. Key NCO inexperience.
- d. Complexity of equipment.
- e. First term mechanic inexperience.

### 4-3. Internal challenges

Internal challenges can be influenced by commanders. Their effects can be minimized to ease the effects of external challenges. Some internal factors are as follows:

- a. Workload.
- b. Garrison maintenance only.
- c. Lack of operator maintenance.
- d. A poor maintenance training plan or none at all.
- e. Maintenance not system oriented.
- f. First line leaders not involved in maintenance operations.
- g. First line leaders with little or no maintenance training.
- h. Little or no operator/crew maintenance training.
- i. Personnel not having or using maintenance publications.
- j. Improper use of assigned personnel.
- k. Test, measurement, and diagnostic equipment (TMDE) not being used.
- l. Poor quality control procedures.
- m. Available training assistance not being used.
- n. Technical experts not consulted on maintenance problems.

### 4-4. What the operator or supervisor/leader knows

No assumptions should be made about what the operator or supervisor/ leader knows.

- a. All units must have their own testing and training programs.
- b. The company or unit commander must know what all equipment operators and their leaders, know.
- c. All personnel must know what they are checking and what to do when they find a problem.
- d. The leader must know what the operator knows.
- e. Should additional training be required, the leader should give it or advise the unit commander that training assistance is required.
- f. Continual testing and training must be provided in order to provide confidence and improved competence of personnel.

### 4-5. Commanders' maintenance training

- a. Each commander must analyze their maintenance training.
- b. A maintenance training plan should then be developed from the analysis.
- c. Personnel skill shortfalls should be identified and the available training courses scheduled.
- d. Leaders must be trained to supervise and conduct the necessary maintenance training.
- e. Since maintenance begins with the equipment operators, commanders who invest time in operator training will receive dividends in equipment availability.
- f. First line leaders require training in inspection techniques for their equipment as well as its operation.
- g. Both formal and on the job training assistance are available from the following external sources:
  - (1) Maintenance Assistance and Instruction Team (MAIT).
  - (2) Direct support (DS) maintenance unit.
  - (3) AMC logistics assistance office (LAO).

- (4) Exportable training packages.

### 4-6. Vehicle operators licensing

Instructions for completing licensing of vehicle operators should be incorporated in the unit standard operating procedures (SOP). AR 600-55 provides the basic requirements for a good licensing program. Use FM 21-305, FM 21-306, and FM 55-30 for more detailed information on licensing vehicle operators. Also consult these publications for procedures on how to fill out applicable forms.

## Chapter 5 Unit Maintenance Standing Operating Procedures (SOP)

### 5-1. Need for SOP

All units performing maintenance are required to have a maintenance SOP according to AR 750-1, chapter 2. The maintenance SOP may be an annex to the unit's SOP, an annex to the unit's logistics SOP, or a stand alone document. Regardless of where it's found, its purpose is to formally describe the way a unit performs unit maintenance on assigned equipment. This also includes that equipment stored outside the motor pool. The unit maintenance portion of the SOP should be written in enough detail to give recently assigned personnel a firm grasp of how maintenance is to be accomplished in the unit.

### 5-2. Areas to address in SOP

As a minimum, the following areas of the SOP should be addressed in detail:

- a. Maintenance related duties and responsibilities for key unit personnel.
- b. How the unit maintenance platoon/section is organized.
- c. Procedures to be followed by personnel during scheduled operator level PMCS periods.
- d. Procedures to be followed by all unit personnel associated with unit level PMCS (scheduled services).
- e. The procedures used to dispatch equipment in the unit.
- f. The procedures required to obtain a government equipment operator's license (SF 46/OF 346).
- g. Tool accountability and control procedures.
- h. The unit driver/mechanic awards program.
- i. All applicable safety guidance associated with equipment maintenance.
- j. Quality control procedures for maintenance/dispatching equipment.
- k. The unit's program for operator/crew and mechanic sustainment training.
- l. The proper handling and disposal of hazardous chemicals.
- m. Motor pool security.
- n. Calibration of tools and TMDE.
- o. AOAP.
- p. Readiness reporting.
- q. Environmental.
- r. Safety SOP.
- s. Publications.

## Chapter 6 Safety and Security

### 6-1. Safety

Safe motorpool operations contribute to an effective maintenance program. Everyone must be involved in the success of the unit safety program. Safety becomes second nature when commanders, supervisors, leaders, and equipment operators enforce common sense safety rules. These rules include the following:

- a. No smoking in shop areas.